



**603.00 Release Procedures**

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**603.00-1 Policy**

- I. It is the policy of Hendry County Sheriff's Office to release inmates under proper legal conditions using procedures that ensure the security of the facility and the welfare of the inmates.
- II. Corrections Division policy governing the accurate and expeditious release of inmates shall include the following:
  - A. Verification of identity of all inmates being released.
  - B. Verification of release documents.
  - C. Return of personal effects; to include property and funds.
  - D. Accountability for Jail clothing and bedding, and verification that no facility property leaves with the inmate.
  - E. Completion of any pending action, such as grievances or claims for damages or lost possessions; pending action may require post-release completion.
  - F. Verification that no outstanding holds, wants or warrants exist.
  - G. Medical screening and arrangements for community follow-up where needed.
  - H. Instructions for forwarding mail.
  - I. Proper notifications of authorities and victims are accomplished.

**603.00-2 General**

- I. The release process is a process whereby an inmate is legally discharged from the facility. Upon fulfilling the release process, the individual is no longer a responsibility of the HCSO.
- II. Inmates shall be timely released upon having posted bond, found not guilty by the court, ordered released by a court of competent jurisdiction, completion of sentence, or when the sentence has been modified by the court.

- III. A Prisoner Release Check Sheet shall be completed prior to release of each inmate. The Shift Supervisor shall make positive identification of the inmate being released.
- IV. The Shift Supervisor shall give final approval for release.

#### **603.00-3 Legal Authority**

- I. The Shift Supervisor shall be responsible to ensure all releases and transfers are accomplished with proper legal authority and documentation.
- II. Required documentation includes:
  - A. Admission (booking) data
  - B. Validated documentation for the appropriate type of release shall be processed as per instructions stated in the *Booking Room Post Orders*:
    - 1. Cash bond
    - 2. Surety bond
    - 3. Cash purge
    - 4. Administrative Order - (ROR) Released on Own Recognizance
    - 5. Expiration of sentence - Time Served
    - 6. Release to other agency:
      - a. Commitment documents
      - b. Transfer documents
      - c. Other required documentation
    - 7. Pre-Trial Release
- III. The Shift Supervisor shall:
  - A. Review release documents and information for accuracy, inmate eligibility, outstanding local charges, and "holds" for other agencies. Each charge shall be scrutinized to ensure proper release authority and documentation is present.
  - B. Ensure computer check is completed for outstanding warrants or capias (NCIC/FCIC).

#### **603.00-4 Verification of Inmate Identity**

- I. Positive identification of inmates being released / transferred will be established prior to release or transfer.
- II. Prior to the release or transfer of an inmate a positive identification will be made using the following:
  - A. Identification Information Sheet;
  - B. Comparison of arrest photograph;
  - C. Visual observation of the inmate for scars, marks, or tattoos;
  - D. Inquiry of date of birth, birth place, current address, social security number, etc.

#### **603.00-5 Facility Property Return**

- I. Staff members handling property shall ensure all jail issued clothing and property is accounted for.

- II. Inmates being released from housing areas shall be escorted from the housing area to the area designated to receive dirty linens.
  - A. Bedding (one mattress, one blanket [two blankets in colder months])
  - B. Linen - two sheets
  - C. Towels -one
  - D. Personal laundry bag
  - E. Library books (deposit at designated book return)
- III. Inmates shall be escorted to Booking where:
  - A. Civilian clothing shall be exchanged for jail issued clothing and shower shoes.
  - B. Personal effects shall be inspected to assure no jail property is being removed from the facility, i.e., books, towels, shower shoes, etc.

#### **603.00-5 Facility Property Returns**

- I. If the inmate does not possess any personal clothing, the Jail may provide clothing if available, or permit the inmate to arrange to have clothing delivered.
- II. Inmates being released shall have all personal property and funds returned. Funds will be in the form of a debit card.
  - A. The Releasing Deputy shall conduct a complete audit of the property with the inmate at the time of release. (Including Marchman Act).
  - B. Inmates shall receipt for property and funds returned by signing the Intake/Release of Inmate Property form and the Accounting/Commissary Receipt. The Releasing Deputy shall ensure the inmate signs his or her full name as it appears on the receipts.
  - C. Items in the inmate's personal property which are, or may be utilized as a weapon, shall not be returned to the inmate while in the secure area of the facility.
  - D. Inmates will not be required to sign for missing property.
- III. Claims of lost or missing property:
  - A. A diligent and exhaustive search shall immediately be initiated should property or personal clothing be missing from the inmate's personal property.
  - B. Should the search fail to locate the missing item(s), a Property Claim Affidavit (Inmate Request/Grievance Form) shall be initiated describing the action taken.
  - C. If the conflict cannot be resolved within five working days, and the former inmate desires to pursue the action, an investigatory report shall be completed by the Shift Supervisor or the Corrections Lieutenant, and forwarded to the Jail Administrator, or designee.
- IV. Inmate I.D. bracelets shall be removed by the Releasing Deputy.

#### **603.00-6 Medical Requirements**

- I. The Shift Supervisor shall notify health care staff on each release and inquire about medication and medical information needed for the inmate.
- II. Essential prescription medications shall be provided to allow the inmate time to obtain said medication through a proper medical authority.

- III. Personal supplies of prescription medication belonging to inmate's being released shall be returned to the inmate during the booking-out process and documented on the Intake/Release of Inmate Property form.
- IV. Inmates shall be made aware of follow-up medical care needed and supplied with information relevant to their needs.
- V. Health care staff shall be notified of each inmate transfer to ensure that a medical summary accompanies the inmate to the other facility.
- VI. In order to maintain continuity of prescribed medication whenever an inmate is transferred to another facility, the inmate's medication log and three days dosage of the medication shall accompany the inmate's medical records to the receiving facility unless otherwise directed by the physician or designee.

#### **603.00-7 Forwarding Mail**

All incoming mail for released or transferred inmates shall be returned to sender.

#### **603.1.8 Pending Grievances**

Grievances filed by an inmate shall continue through the grievance process to final disposition even though the inmate has been released.

#### **603.00-9 Inmate Release Preparation**

Release preparation shall be provided to all eligible inmates to prepare them for release from the Jail system.

- I. Inmates will be provided appropriate post release information, such as:
  - A. Instructions to report to County or State Probation Office and location thereof.
  - B. Court date information.
  - C. Inmate responsibility to inform the courts of address changes.
  - D. Copy of bond or Notice to Appear, as appropriate.
  - E. Information regarding mail.
- II. Inmates will be allowed to use the Booking Room telephone to arrange for transportation.
- III. Notification shall be made to victims and survivors of victims, parents or guardians of juvenile victims, on the release of the accused. Notification shall be the responsibility of the Shift Supervisor.

#### **603.00-10 Release Order**

- I. The Shift Supervisor shall sign the Prisoner Release Check Sheet, ensuring that all release authentication, identification, and notification procedures have been followed, and clear the

inmate for release. The finalized Prisoner Release Check Sheet shall be forwarded to Classification upon inmate release from the facility.

- II. The release time, inmate's name, and reason for release shall be logged in the Booking Post Log by the Booking Deputy.
- III. Appropriate release information shall be entered into the computer, and all other documentation procedures completed as per established Post Orders.
- IV. The name of the inmate shall be removed from the inmate list and computer records regarding the release.

#### **603.00-11 Release of Weekenders**

- I. Appropriate release date and time, as per court order shall be ascertained.
- II. Proper identification procedures shall be followed.
- III. All receipted property shall be returned.
- IV. Weekenders shall indicate receipt of property by signing the Intake/Release of Inmate Property form.
- V. Discrepancies in weekender property shall be reported to the Shift Supervisor.
- VI. The Shift Supervisor shall authorize release, and ensure proper recording of weekender time in jail.

#### **603.00-12 Work or Study Release**

- I. Inmates leaving the facility on work or study release will not be permitted to take property from personal property upon departure, nor will work or study release inmates be permitted to return with items to be placed into property.
- II. Special clothing, tools, and other items must be stored in the property room, properly labeled with the inmate's name.

#### **603.00-13 Court and Medical Trips**

- I. Inmates shall not be allowed to take property when going to court or on medical trips.
- II. Inmates may take only legal materials and/or approved medications that must be taken during the time the inmate will be out of the facility.
- III. Inmates shall remain dressed in jail issue clothing, unless attending court for trial, and then may be permitted to wear civilian clothing.

- IV. Inmates shall be logged out to court or to the health care facility as appropriate, but shall not be removed from the official record.

#### **603.00-14 Release of Inmates into Custody of Law Enforcement Official**

- I. Inmates who are to be temporarily released into the custody of a law enforcement official for investigative or other lawful purposes shall be released only after the following have been ensured:
- A. The individual requesting custody has been verified as a law enforcement official with jurisdiction in Hendry County.
  - B. Command level authorization has been granted for the temporary release of the prisoner.
  - C. Law enforcement officials acting under color of law who are not empowered by the HCSO have secured a court order for the temporary release of the inmate.
  - D. Positive identification of the inmate has been made prior to release.
  - E. Cross gender releases are accommodated only with presence of an official of the same sex.
- II. An entry shall be made into the facility log indicating the name and title of the law enforcement official who has assumed custody of the inmate along with the name of the inmate with the date and time of the transfer of custody.
- III. An attempt shall be made by Jail staff to determine the duration of the temporary transfer of custody and shall notate such on the facility log.
- IV. The form Receipt for Prisoner shall be executed by Jail staff and signed by the law enforcement official upon assuming custody of any inmate detained in the Hendry County Jail.
- A. The form shall be executed regardless of the anticipated length of custody.
  - B. The form shall be maintained as part of the inmate's permanent record.
- V. Psychological or medical conditions of inmates shall be communicated to the official assuming custody. A notation shall be made in the inmate's medical file indicating this notification has been made.
- VI. Upon resuming custody of the inmate, Jail staff shall do so in accordance with existing HCSO policy.

#### **REFERENCES**

State/Federal Regulations:  
Florida Model Jail Standards

FCAC:  
N/A

PREA:  
N/A

Forms:

Intake / Release of Inmate Property  
Property Claim Affidavit  
Prisoner Release Checklist  
Receipt for Prisoner

Other Policy/ Procedure References:

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Booking Room Post Orders